



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

CERTIFIED MEDICAL ASSISTANT

Rancho Los Amigos National Rehabilitation Center is an internationally renowned provider of choice in the field of medical rehabilitation and research. *U.S. News and World Report* consistently rank us among the top rehabilitation hospitals in the United States. The Department of Outpatient Care Services is currently seeking a qualified individual to fill a vacancy for Certified Medical Assistant.

Essential Job Functions: This position administratively reports to the Medical Director with a designation of technical clinical supervision from various Interdisciplinary Team Members, and/or a Registered Nurse in charge for a clinic area. This position performs a variety of clinic support and personal nursing care duties and follows the plan of care established by the Medical Director, the nursing supervisor, and other members of the Interdisciplinary Team in clinic.

Desirable Qualifications:

- Excellent people skills, with strong written and oral communication skills
- Knowledge in managing both front and back office needs
- Experience as a health care coordinator
- Skill in Keyboard and computer use,
- Experience in rehabilitation, and care for persons with disability
- Flexible work schedule based on the need of the department
- Self-directed to accomplish duties, multi task assignments appropriately
- Team player who can readily work with all levels of management, staff, and visitors
- Ability to maintain confidentiality and security of sensitive information
- Bilingual is preferred

Interested individuals, must submit a resume with cover letter, copies of your performance evaluations and CWTAPPS time records for the past two years to:

Leilani Hermosura, RN, NP-c, MSN

Nurse Manager, Ambulatory Care Services

Rancho Los Amigos National Rehabilitation Center

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Phone: (562) 401-6843 Fax: (562) 401-7604

E-mail: lhemosura@dhs.lacounty.gov

Resumes will be accepted until the needs of the department are met.

Candidates must be currently on the position for lateral transfers or reachable on the DHS Certification List.

THIS IS NOT A CIVIL SERVICE EXAMINATION EOE

Posted 11/18/15